



State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

SPED 02-08

MEMORANDUM

To: Superintendents, Charter Directors, and Special Education Directors of schools in Year 1 of the Monitoring Cycle

From: Lynn Busenbark, Ph.D.
Director of Program Support
Exceptional Student Services

Date: September 12, 2001

Subject: Policies and Procedures Revisions

In January 2001, you received Memorandum #01-23 from Exceptional Student Services (ESS) outlining proposed changes in local education agency (LEA) policies and procedures as a result of feedback from the U.S. Department of Education (USDOE). At that time, you were alerted to the proposed changes and asked to hold off any formal action until we received assurance from the USDOE that the changes we proposed were sufficient.

Exceptional Student Services received notice of approval on August 17, 2001 of the proposed changes. The USDOE indicated several additional change requirements. The enclosed checklists delineate the policies and procedures required by Arizona Revised Statute 15-763 and by the USDOE. All changes from the original checklists used by ESS to accept LEA policies and procedures are marked with an underscore (for additions) or a lineout (for deletions). The margin is also marked with a vertical line where a change occurs.

As your LEA is in Year 1 of the monitoring cycle, you must revise your LEA policies and procedures to include the required changes and submit them by February 1, 2002 to the ESS specialist assigned to your LEA. You must also submit each appropriate completed checklist. You only need to submit the areas in which you have made changes since your last submission – not the entire set.

Since all of the required changes are in the “procedures” rather than “policy” sections, the submission to ESS does not need your board’s approval unless you have also made changes to policies not directed by the USDOE. However, you must submit the attached assurance that the procedures are being implemented as submitted and that the previously submitted policies have, in fact, been approved by the LEA board and are being implemented.

While the deadline for forwarding the changes to us is February 1, 2002, I urge you to complete the process and submit the documentation as soon as possible. This will ensure your eligibility to apply for FY 2003 federal IDEA funds in a timely manner. If you have any questions, you may contact me at (602) 542-4931 or your assigned specialist.